



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON HEIDELBERG
UNIT 29237
APO AE 09102-9237

IMEU-HEI-ZA

30 March 2006

MEMORANDUM FOR SEE DISTRIBUTION

**SUBJECT: United States Army Garrison Heidelberg (USAG Heidelberg) Command Policy
Memorandum # 12, Open Door Policy for the USAG Heidelberg Commander**

1. Reference AR 600-20, paragraph 2-3, 1 February 2006.
2. The accomplishment of the USAG Heidelberg mission is vital in both wartime and peacetime. So much of what we do impacts directly on the quality of life of everyone in our communities.
3. It is because of the nature of our mission that my door is open to Soldiers, civilian employees, and family members. Please call DSN 373-1300, or CIV 06221-17-1300 to arrange an appointment.
4. Although my door is always open, I would like for anyone wishing to speak with me to use his or her chain of command first. Many problems can be solved at the supervisor or unit levels. If it is perceived that the chain is not sensitive to an issue, or would otherwise hinder the resolution of a problem, feel free to bring it directly to my attention during your scheduled appointment.

/s/
WILLIE E. GADDIS
Colonel, AV
Commanding

DISTRIBUTION:

A